

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

January 8, 2019

Present: Trustees Jane Southworth, Pam Becker, Amity DeAngelis, Connie Bresnahan, Adam Franklin-Lyons, Jennifer Rowe, Leo Schiff, and Howard Burrows. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Recording Secretary, Jane Fletcher. Absent: Sirkka Kauffman

Call to Order: Jenny called the meeting to order at 4:50pm.

Agenda Changes or Additions: see request to stay open below.

Public Comments: None

Minutes of December 11, 2018: Under planning, the strategic plan will be discussed after the staff breakfast, not the emergency plan. Jenny and Leo will be on the nominating committee, not Pam. Jane moved to approve the corrected minutes; Connie seconded. Passed.

Committee Reports:

A. Friends of the Library:

- Therese will continue help with the book sales.
- The Christmas book sale raised \$5484.55 plus \$552.50 from the raffle.
- The Friends sent a letter of support for BCTV to the FCC.
- The Friends discussed the fact that Amazon is used to sell donated books. The matter will be revisited at a later date.
- Kathryn Turnas is on the board bringing the number to 10.
- The annual appeal has raised \$10,044 so far from 124 donors.
- Kanopy films program is so popular that the budget had to be doubled.
- Foundation Center has been renewed for another year.

B. Building and Grounds Committee:

Motion: Adam moved to transfer \$10,000 from Account 7353 to the BR20 projects fund for bathroom renovations according to the estimate. Jane seconded. Passed.

C. Finance/Asset Development Committee: see reports. All of the transfers passed at the last meeting have been completed. Fuel costs are down but phone service expenses have increased. The budget should be fine as the fuel saving more than cover the additional telephone expenses.

D. Fine Arts Committee: There is a lot going on including changing items on display. The plaster bas-relief of the detail from The Flight of the Night by William Morris Hunt on the upper floor wall will be moved.

E. Planning Committee: Service Priorities stated in our Strategic Plan will help to guide conversation with staff and trustees following the January 17 breakfast.

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F. Technology Committee: Starr will distribute the responses to the website RFQ to the committee members for review and recommendation.

G. Advocacy and liaison to national and regional library organizations:
There are a lot of things going on. Howard is monitoring.

H. Department Reports: In addition to the Director's report, Brandie Starr, Selectboard member and Social Worker with Groundworks will be an unofficial presence in the library to assist patrons in need. There have been incidences with drugs or alcohol in the bathrooms; methods of providing limited access are being considered.

Ongoing Business:

Reports from Trustee working groups:

Employee leave: nothing new to report at this time.

Update on Circulation Manager/Supervisor position: the job description has been revised. Once the union approves the position will be advertised.

Nominating committee: Leo will serve as chair to organize contact with applicants. The advertisement will be released immediately with a closing date of February 8th.

Director evaluation committee: In mid January the committee will meet with the community representatives and staff.

Acknowledgement of donors: One of the library volunteers will be asked to design a poster. The poster allows the list to be updated yearly.

New Business:

Planning for staff event, refreshments, structure: A list was passed around for board members to sign up for set up, take down and food contributions.

Personnel discussion (executive session):

Motion: Pam moved and Adam seconded that the board enter executive session at 6:00pm.

The board ended the executive session at 6:25pm. No further action taken.

Adjourned 6:25 PM:

Jane Fletcher, Recording Secretary

Connie Bresnahan, Board Secretary